

Appendix 1
Data Requirements List (DRL)
and
Data Requirements Description (DRD)
Documents

For

Information Management and
Communications Support (IMCS)

DATA REQUIREMENTS LIST

DRL Number	Revision
Project/System	
Contract Number	Preparation Date
Contractor	Technical Approval
Attachment Number	Exhibit Number

ITEM NO.	TITLE	CHANGE STATUS
MS-01	Management Plan	
MS-02	Five-Year Technical and Cost Plan	
MS-03	NF 533 Financial Report	
MS-04	Direct and Indirect Rates Report	
MS-05	Negotiated Estimated Cost (NEC) Report	
MS-06	Annual IT Headquarters Report and Special IT Budget	
MS-07	Government Owned Contractor Held Capital Assets Report	
MS-08	Contractor Owned Contractor Held Capital Assets	
MS-09	Quarterly Headcount Report	
MS-10	Equal Employment Opportunity (EEO) Report	
MS-11	Advance Notification of Workforce Reduction Report	
MS-12	Quarterly 3 rd Step Labor Grievances and Arbitrations Report	
MS-13	Records Management Plan	
MS-14	Summary of Records Holdings and Transfer (File Plan)	
MS-15	Emergency Preparedness Plan	
MS-16	Daily System Status Report	
MS-17	Configuration Management Plan	
MS-18	Maintenance and Sustaining Engineering Plan	
MS-19	Technical Status Report	
MS-20	Risk Management Plan	
MS-21	Contract Performance Metrics Report	
MS-22	IT Security Plan	
MS-23	Export Control Plan	
MS-24	Continuity of Operations Plan (COOP)	
MS-25	COOP Annual Test Report	
MS-26	Quality Plan	
MS-27	Quality Program Evaluation	
MS-28	Training and Certification Plan	
MS-29	Equipment Loss Rate Plan	
MS-30	Motor Vehicle Utilization Plan	

FORM 16-245 NS (REV. 02/04) PREVIOUS EDITIONS MAY BE USED

DATA REQUIREMENTS LIST (CON'T)

ITEM NO.	TITLE	CHANGE STATUS
SH-01	VPP Application	
SH-02	Safety and Health Plan	
SH-03	Safety Program Evaluation	
SH-04	Mishap Reports	
SH-05	Safety Statistics Report	
TS-01	Network Security Perimeter Report	
TS-02	Telephone Call Detail Report	
TS-03	Engineering Imagery Acquisition Distribution Document	
TS-04	Engineering Imagery Post Operation Report	
TS-05	DoD Multimedia Photographic Acquisition Disposition Document	
TS-06	DoD Multimedia Performance Production Report	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-01</u>					A. ITEM NO. DRD-MS-01
B. LINE ITEM TITLE: Management Plan					
C. OPR. OP-ES	D. TYPE 1	E. INSPECT/ ACCEPT 6	F. REQ. AR, but not less than AN	G. INITIAL SUB. Proposal	H. AS OF DATE See block 8
J. REMARKS: Product shall be compatible with Microsoft Office software. Contractor's format is acceptable.					
K. DISTRIBUTION OP-ES (1D)				TOTALS	
				NO.	TYPE
				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE: Management Plan				2. NUMBER	
3. USE: To provide the Government insight into contractor-managed activities and approaches.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.0				6. REFERENCES	
8. PREPARATION INFORMATION					
<p>The plan shall include, but not limited to, the following:</p> <ul style="list-style-type: none"> - Organizational charts, roles, and responsibilities of each management level. - Teaming and Subcontractor charts, roles, and responsibilities of each level. - Narrative descriptions of the management, technical, and business approaches used to accomplish and - Monitor contractual tasks, projects, and programs as well as methods the contractor will employ to provide - The Government insight, data accessibility, and/or deliverables. - Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheets, charts, etc.) may be included if needed to clarify or explain matters in the text. - An approach for continuing or expanding performance in the event of a national emergency or mobilization effort; natural disaster; work stoppage or disruption; labor strikes; surge requirements; or other special circumstances. - Interfaces between the contractor, the Government, customers, and other contractors or entities which are necessary and pertinent to the accomplishment of contractual tasks, projects, and programs. - Analysis of management, technical, and business approaches risks posed by the defined approaches, including any actions the Government must adopt to mitigate risks. - Short and long-term approach for reducing Government investment in infrastructure and equipment. - The plan shall be implemented on the contract start date, maintained during the life of the contract, and updated within 30 calendar days of a significant change in management, technical, or business approach. - The plan shall be consistent with the performance-based Statement of Work. 					

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-02</u>					A. ITEM NO. DRD-MS-02	
B. LINE ITEM TITLE: Five-Year Technical and Cost Plan						
C. OPR. IT-D	D. TYPE 1	E. INSPECT/ ACCEPT 6	F. REQ. AN by 12/01 after initial submission	G. INITIAL SUB. See block J	H. AS OF DATE	
J. REMARKS: VOLUME I –12/01/09 VOLUME II – 01/15/09						
K. DISTRIBUTION IT-D (10D) IT-A (2D) OP-ES (1D) GG-C-B4 (1D)					TOTALS	
					NO.	TYPE
					14	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Five-Year Technical and Cost Plan				2. NUMBER		
3. USE: To develop forecasts and budget inputs to the Program Planning, Budget, and Execution (PPBE) process for each program.				4. DATE		
7. INTERRELATIONSHIP PWS 1.0				5. ORGANIZATION		
8. PREPARATION INFORMATION VOLUME 1 - The plan shall shall serve as a primary vehicle for the contractor to document the current state and the future needs of systems that are providing services under this contract. For each element in PWS 3.0 the plan shall address at least the following: a. System and sub-system description b. State of the system and subsystem i. Availability and repairability of spares ii. Top 5 Line Replaceable Unit (LRU) failures iii. Capacity analysis iv. Deficiency analysis v. Concerns c. Recommendations i. Sustaining tasks needed to improve service and reduce risk ii. Equipment replacement recommended per clause H.16 iii. Major investments needed that are outside of sustaining engineering The plan shall also include an executive summary and a consolidated, prioritized list of recommendations proposed. Recommendations provided shall be forward looking and cover the next five Government Fiscal Years (GFYs).				6. REFERENCES		

8. PREPARATION INFORMATION (CONT.)

VOLUME 2 – Operating Plan for GFY and PPBE Cost for total of 5 years. Provide an annual phased operating planned for the next FY on the basis of customer, WBS, and element of cost, with monthly execution and variance analysis to ensure total contract costs have been reconciled. Cost shall include sustaining tasks and equipment replacements proposed in Volume 1. The Government will require several views of this data. Plan shall state assumptions used to develop and any other information considered in developing plan. At a minimum the plan shall include:

a. Operating Plan for GFY: Provide an operating plan that reflects a detailed breakdown of costs for the upcoming GFY as stated in b. below and as directed by the Government, including at least:

- Labor costs for contractor, partners, and subcontractors
- Materials
- Other direct costs
- Other costs

b. Cost Summaries: Include roll-up formatted data representing the planned work described in the Planned Work section (item b, above) to support cost analysis as directed by the Government, and provide the basis for the PPBE inputs. Cost summary data shall reflect the costs of each component of the roll-up and total them to form at least the following cost summaries:

- Cost by functional category for each GFY
- Cost by sub-category within each functional category for each GFY
- Program contribution by functional category for each GFY
- Program contribution by sub-category within each functional category for each GFY
- Total contribution by each program within each GFY
- Total cost by GFY and total contract value

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-03</u>					A. ITEM NO. DRD-MS-03
B. LINE ITEM TITLE: NF 533 Financial Report					
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 30 days from Contract Start	H. AS OF DATE See block 8
J. REMARKS: Other Type D submissions to others shall be in Microsoft Excel format and on CD's.					
K. DISTRIBUTION GG-B (1D – Flat File) GG-B (1D) and GG-C-B4 (1D) IT-A (3D), IT-D (2D) OP-ES (1D) and Designated Customers (up to 10D)					TOTALS
					NO.
					TYPE
					1
					D flat
					18
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE: NF 533 Financial Report				2. NUMBER	
3. USE: Provides NASA with monthly and cumulative accumulated expenditures and projections of contract costs.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.2-2				6. REFERENCES NPG 9501.2D FMM 9121-52A	
8. PREPARATION INFORMATION NASA Form 533M report is due Monthly within 10 working days of the close of the contractor's accounting period. NASA Form 533Q is a baseline report, due within 30 days after contract start and when any authorized baseline changes occur. GG-B is to receive 1 Type D electronic submission (flat file). Due 10 working days after the close of the Contractor's accounting period. MICROSOFT EXCEL – CD INSTRUCTIONS: Reporting requirements for content and format for NASA Form 533M and 533Q shall be prepared in accordance with instruction in NPG 9501.2D. Reporting shall be in accordance with Appendix 14, WBS, and by program. FLAT FILE INSTRUCTIONS: A flat file shall be provided that contains detail information for each Reporting Category (RC). A RC correlates to a task order, delivery order, or Work Breakdown Structure (WBS), and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the Contract in order to establish and maintain the RC that the Contractor shall use to comply with this data requirement. The chart below describes the data elements to be included in this section of the flat file (see attached Exhibit A, Agency Defined File Format for specific layout details).					

<u>Data Element Name</u>	<u>Description</u>
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533M)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533M)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533M)
Contract ITD cost (7c)	Contract ITD cost for each RC (column 7c on NF533M)
Contract planned ITD cost (7d)	Contract planned ITD cost for each RC (column 7d on NF533M)
Current month estimated cost (8a)	Cost estimate for the current month for each RC (column 8a on NF533M)
Current month estimated HR/WYE (8a)	HR/WYE estimate for the current month for each RC (column 8a on NF533M)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533M)
Balance of Contract	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533M)
Contractor Estimate	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533M)
Contract Value	Contract value based upon contract modifications for each RC (column 9c on NF533M)
Unfilled orders outstanding	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533M)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is a actual Reporting Category or a Sub-Reporting

The flat file (see Exhibit A below) shall be saved as a text file with no extension (do not include .txt after the file name) and named in strict accordance with the specific format described in the attached Agency Defined File Format document.

A) EXAMPLE FLAT FILE FOR DISTRIBUTION

File names must be provided in a specific format. Each file name will begin with the SAP 2 Character center abbreviation listed below. The contract number and date will be included in the file name as well. Below is a sample:

MACFPS001_NAS00-0001_yyyy_mm_dd

SAP 2 Charter Center Abbreviations

Headquarters	HQ	Dryden	DR
Marshall	MA	Goddard	GO
Ames	AM	Stennis	ST
Glenn	GL	Johnson	JO
Langley	LA	Kennedy	KE

Header (Non-Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required /Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
HEADER:									
Record Type	Used by eGate to determine record type	'HD' for Header	Required	Required	RECORD_TYPE	1	2	2	CHAR
Contract Number	Contract Number (1b)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	CONTRACT_NUMBER	3	12	10	CHAR
	Latest definitive Modification Number(CR8197)				MOD_NUMBER	13	18	6	CHAR
Accrual Date	Date the data was generated for. Used by SAP as part of Oracle table key	Accrual Date. MM01YYYY, where MM is the Accrual Month and YYYY is the fiscal year	Required	Required	ACCRUAL_DATE	19	26	8	DATE MM01YYYY
Report Period End Date	Report Period End Date is a date(2)	Header field—submitted with CONTRACTOR data or defaulted by interface or extension	Required	Required	REP_END_DATE	27	34	8	DATE
Operating Days	Operating days (2).	Header field—submitted with CONTRACTOR	Required	Optional unless Required by contract	OPER_DAYS	35	40	6	NUMERIC

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required /Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Format
		TOR data							
Date Received	Date Received (1d)	System Date upon which the cost data is loaded into the CCR Extension	Required	Required	DATE_RECE	41	48	8	DATE
CCR Format	'M' for Monthly and 'Q' for Quarterly (SIR2047)	Submitted with CONTRACTOR data	Required	Required	CCR_FORMAT	49	49	1	CHAR
Cost Unit of Measure	Cost Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	COST_UOM	50	51	2	CHAR
HR/WYE Unit of Measure	Hour/Work-Year-Equivalent Unit of Measure (SIR2047)	Submitted with CONTRACTOR data	Required	Required	HR_WYE_UOM	52	53	2	CHAR
	Authorized Contractor Representative – Name of Contractor Approving Officer (CR 8197)				AUTH_SIGNATURE	54	78	25	CHAR
	Authorized Contractor Representative Date Signed – Date CCR is approved/signed by authorized contractor representative(CR 8197)				AUTH_SIGNATURE_DATE	79	86	8	DATE MMDD YYYY
Grand Total Cost Incurred Month (7a)	The Grand Total Contract Prior Month Actual Dollars Column 7a reports actual costs for the prior month.	Submitted with CONTRACTOR data	Required.	Optional. Only required if lower detailed line item data is submitted in monthly batch file.	GT_COST_INCUR_MONTH	87	99	13	CURRENCY(2)
Grand Total HR/WYE (7a)	The Grand Total Contract Prior Month Actual Hours Column 7a reports actual HR or WYE for the prior month.	Submitted with CONTRACTOR data	Required if detailed line item data is submitted in monthly batch file.	Required if detailed line item data is submitted in monthly batch file.	GT_HRWYE_PRIOR_MONTH	100	109	10	NUMERIC(1)
	The Grand				GT_COST	11	12	13	CURRE

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required /Optional	OTHER CCR Required/ Optional	Field Name	St Pos	End Pos	Len	Formt
	Total Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month. (CR8197)				_PLANNE D_MONT H	0	2		NCY (2)
Grand Total Cost Incurred ITD (7c)	The Grand Total Contract Cost Dollars Column 7c which represents Contract Cost Inception to Date	Submitted with CONTRACTOR data	Required. Does not require detailed line item data if provided from Cost Incurred Month (7a)	Required if detailed line item data is provided for this column	GT_ITD_COST	123	135	13	CURRENCY (2)
	Grand Total Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date(CR 8197)				GT_COST _PLANNE D_ITD	136	148	13	CURRENCY (2)
Grand Total Estimated Cost (8a)	The Grand Total Contract Estimated Cost for first upcoming month, or Current Month Estimate for cost.	Submitted with CONTRACTOR data	Required	Required if detailed line item data is provided for this column	GT_EST_COST	149	161	13	CURRENCY (2)
Grand Total HR/WYE (8a)	The Grand Total Contract Estimated Hours for first upcoming month, or Current Month Estimate for HR/WYE.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_HRW YE_FIR ST_MO NTH	162	171	10	NUMERIC (1)
Grand Total Next Month Estimated Cost (8b)	The Grand Total Contract Estimated Cost for second upcoming month or Next Month Estimate for cost.	Submitted with CONTRACTOR data	Required if detailed line item data is provided for this column	Required if detailed line item data is provided for this column	GT_NEXT _MONT H_EST	172	184	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required /Optional	OTHER CCR Required/ Optional	Field Name	St Pos	EndPos	Len	Fmt
	Grand Total Balance of Contract for the remaining estimate to complete (CR 8197)				GT_BALANCE_CONTRACT	185	197	13	CURRENCY (2)
	Grand Total Contractor Estimate for the total estimate to complete entire scope of contract (CR 8197)				GT_BALANCE_CONTRACTOR_ESTIMATE	198	210	13	CURRENCY (2)
	Grand Total Contract Value based upon Contract Modifications (CR 8197)				GT_CONTRACT_VALUE	211	223	13	CURRENCY (2)
	Grand Total Unfilled Orders Outstanding at end of reporting period (CR 8197)				ST_UNFILLED_ORDERS	224	236	13	CURRENCY (2)

Example File Format

Detail (Repeating Segment)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
CCR DETAIL LINE ITEMS:									
Record Type	'DM' for Monthly column 7a Detail; 'DQ' for ITD Column 7c Detail	"RD" for Detail	Required	Required	RECORD_TYPE	1	2	2	CHAR
Reporting Category	Reporting Category (6)	Line item field— submitted with CONTRACTOR data	Required	Required	SERV_ORD_CATEGORY	3	26	24	CHAR
Cost Incurred Month (7a)	Prior Month incurred costs (ACTUALS) for given category.	Line item field— submitted with CONTRACTOR data	Required if detailed line item data is not provided from Cost Incurred Month (7c)	Determined by contract requirement- data from Column 7a, 7c or 8a	COST_INCURRED_MONTH	27	39	13	CURRENCY (2)
HR/WYE Incurred Month (7a)	Prior month incurred hours worked [Actuals] for given category..	Line item field— submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_INCURRED_MONTH	40	49	10	NUMERIC (1)
	Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month (CR 8197)				COST_PLANNED_MONTH	50	62	13	CURRENCY (2)
	Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date (CR 8197)				CUR_COST_INCURRED_ITD	63	75	13	CURRENCY (2)
	Contract Planned Cost Dollars Column (7d)				COST_PLANNED_ITD	76	88	13	CURRENCY (2)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	St Pos	End Pos	Len	Format
	which represents Planned Contract Cost Inception to Date (CR 8197)								
Current Month Estimated Cost (8a)	Estimated costs for first upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required.	Determined by contract requirement- data from Column 7a, 7c or 8a	CUR_MONTH_EC	89	101	13	CURRENCY (2)
HR/WYE Current Month Estimate (8a)	Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract.	Line item field— submitted with CONTRACTOR data	Optional unless Required by contract for WYE calculation	Optional unless Required by contract for WYE calculation	HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)
Next Month Estimated Cost (8b)	Estimated costs for second upcoming month for given category.	Line item field— submitted with CONTRACTOR data	Required unless not part of Contract scope	Required unless not part of Contract scope	NEXT_MONTH_EC	112	124	13	CURRENCY (2)

	Balance of Contract for the remaining estimate to complete (8c) (CR 8197)				BALANCE_CONTRACT	125	137	13	CURRENCY (2)
	Contractor Estimate for the total estimate to complete entire scope of contract (9a) (CR 8197)				CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)
	Contract Value based upon Contract Modifications (CR 8197)				CONTRACT_VALUE	151	163	13	CURRENCY (2)
	Unfilled Orders Outstanding at end of reporting period (CR 8197)				UNFILLED_ORDERS	164	176	13	CURRENCY (2)
	Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197)				REPORTING_LEVEL	177	206	30	CHAR
	Fill in an "X" if record is a Reporting Category. Otherwise, leave blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)				REPORTING_CATEGORY_INDICATOR	207	207	1	CHAR

Example File Format

Sub-Reporting Category Line Items – Repeating Segment

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
SUB_RECORD_TYPE	1	2	2	CHAR		'SM' for Monthly column 7a Detail; 'SQ' for ITD column Detail
SUB_REP_CAT	3	26	24	CHAR		Reporting Category
SUB_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
SUB_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
SUB_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
SUB_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
SUB_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
SUB_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
SUB_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
SUB_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
SUB_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
SUB_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
SUB_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
SUB_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

533M Agency FILE RECORD LAYOUT (Element of Cost Detail – Repeating Segment (CR8197))

Field Name	Start Pos	End Pos	Length	Format	Variable Repetition (?,*+,n-n)	Description
RECORD_TYPE	1	2	2	CHAR		'EM' for Monthly column 7a Detail; 'EQ' for ITD column Detail
EOC_REP_CAT	3	26	24	CHAR		Reporting Category
EOC_COST_INCUR_MONTH	27	39	13	CURRENCY (2)		Prior month incurred costs (Actuals) for given category.
EOC_HRWYE_INCUR_MONTH	40	49	10	NUMERIC (1)		Prior month incurred hours worked (Actuals) for given category.
EOC_COST_PLANNED_MONTH	50	62	13	CURRENCY (2)		Contract Prior Month Planned Dollars Column (7b) reports planned costs for the prior month.
EOC_CUR_COST_INCUR_ITD	63	75	13	CURRENCY (2)		Contract Cost Dollars Column (7c) which represents Contract Cost Inception to Date.
EOC_COST_PLANNED_ITD	76	88	13	CURRENCY (2)		Contract Planned Cost Dollars Column (7d) which represents Planned Contract Cost Inception to Date.
EOC_CUR_MONTH_EC	89	101	13	CURRENCY (2)		Estimated costs for first upcoming month for given category (8a).
EOC_HRWYE_CUR_MONTH_EST	102	111	10	NUMERIC (1)		Estimated hours for first upcoming month for given category. Will only be needed if labor hours are required to be submitted electronically per contract (8a).
EOC_NEXT_MONTH_EC	112	124	13	CURRENCY (2)		Estimated costs for second upcoming month for given category (8b).
EOC_BALANCE_CONTRACT	125	137	13	CURRENCY (2)		Balance of Contract for the remaining estimate to complete (8c).
EOC_CONTRACTOR_ESTIMATE	138	150	13	CURRENCY (2)		Contractor Estimate for the total estimate to complete entire scope of contract (9a).
EOC_CONTRACT_VALUE	151	163	13	CURRENCY (2)		Contract Value based upon Contract Modifications (9b).
EOC_UNFILLED_ORDERS	164	176	13	CURRENCY (2)		Unfilled Orders Outstanding at end of reporting period.
REPORTING_LEVEL	177	206	30	CHAR		Used by SAP to determine Reporting Category Level (1.1.2.2.1) (CR 8197).
REPORTING_CAT_INDICATOR	207	207	1	CHAR		Fill in an "X" if record is a Reporting Category. Otherwise, leave Blank for Sub-Reporting Category Line Items and Element of Cost detail records. This field is used by SAP to determine if the record is a Reporting Category. (CR 8197)

Example File Format

Trailer (provides the number of header & detail records sent from the contractor/vendor/center in order to verify the receipt of complete data after transmission)

CCR Extension Data Element	Description	Contractor Initial Data Mapping	NF 533M Required/Optional	OTHER CCR Required/Optional	Field Name	Start Pos	End Pos	Length	Format
TRAILER:									
Record Type	Used by eGate to determine record type	“TL” for Trailer	Required	Required	RECORD_TYPE	1	2	2	CHAR
Record Count	Count of the number of Detail records sent to process (Detail Only)	Trailer field submitted with CONTRACTOR data	Required	Required	RECORD_COUNT	3	9	7	NUMERIC
	Value of spaces				FILLER	10	207	198	CHAR

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-04</u>					A. ITEM NO. DRD-MS-04	
B. LINE ITEM TITLE: Direct and Indirect Rates Report						
C. OPR. IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 1/15/09	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION IT-A (2A and 2D) GG-C-B4 (1D) OP-ES (1D) Type D electronic versions shall be compatible with Microsoft Excel.					TOTALS	
					NO.	TYPE
					4	D
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Direct and Indirect Rates Report				2. NUMBER		
3. USE: To monitor trends for direct and indirect rate actual costs against proposed contract value, to understand variance, and to assess cost/budget impacts. To determine whether rate changes are within or without the contractor's control.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.2				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>Briefings shall be conducted within 2 weeks of submittal. Contractor estimates that deviate from contract value shall be explained in detail. Submittals and reviews shall cover a combination of current, previous, and future FY data is captured in its entirety. End of year actual costs shall be provided as a baseline comparison for estimates for the next fiscal year.</p> <p>For each sub-element listed below, the contractor shall identify the basis for any change, assess the estimated cost impact (up or down) by contract year, and provide rationale and a risk/cost analysis to justify cost increases that cannot be offset without impact to the Government for changes within their control. Contractor format and briefing formats shall be partnered with the Government to ensure products and reviews meet the needs of both parties. Sub-elements and data to be reviewed shall include as a minimum the following:</p> <p>Direct Rates (prime and subcontractors) Indirect Rates Fringes - all pools G&A Rate Overhead Rate</p> <p>Each sub-element shall be reported as a comparison of Actuals to Contract Value as well as Estimate to Complete (end of contract) to Contract Value.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-05</u>					A. ITEM NO. DRD-MS-05	
B. LINE ITEM TITLE: Negotiated Estimated Cost (NEC) Report						
C. OPR. IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 01/14/09	H. AS OF DATE 90/14	
J. REMARKS: Product shall be compatible with Microsoft Office software. Type D: Electronic distribution in Microsoft Excel format.						
K. DISTRIBUTION GG-C-B4 (1A and 1D) IT-A (1A and 1D) OP-ES (1A)					TOTALS	
					NO.	TYPE
					3	A
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Negotiated Estimated Cost (NEC) Report				2. NUMBER		
3. USE: This report will be used by the Government to analyze variances between NEC and actual cost performance.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.2				6. REFERENCES		
8. PREPARATION INFORMATION Quarterly report is due 14 days after the close of the Government's fiscal quarter. The contractor shall ensure complete reconciliation of the annual NEC and the actual cost to NEC on a quarterly basis. In addition, the contractor shall also provide a reconciliation of the FY NEC to Operating Plan by WBS and customer. Example format attached.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-06</u>					A. ITEM NO. DRD-MS-06
B. LINE ITEM TITLE: Annual IT Headquarters Report and Special IT Budget					
C. OPR. IT-A	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. 03/01/09	H. AS OF DATE
J. REMARKS: Product shall be submitted electronically in Microsoft Excel format.					
K. DISTRIBUTION GG-C-B4 (1D) IT-A (1D) IT-D (1D)					TOTALS
					NO.
					TYPE
					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE: Annual IT Headquarters Report and Special IT Budget				2. NUMBER	
3. USE: This report will be used by the Government to provide NASA Headquarters with IT cost by programs and to obtain data for OMB Exhibit 53 and OMB Exhibit 300.				4. DATE	
7. INTERRELATIONSHIP PWS 1.2				5. ORGANIZATION	
8. PREPARATION INFORMATION The contractor shall electronically submit a detailed annual report categorizing cost by the following elements: Voice services, Wide Area Network Services, Local Area Network Services, Video Infrastructure, Desktop Services, Computer Engineering, Data Center, Applications Services, Messaging and Collaboration, IT Security, IT Management, and other IT services. In addition, the cost should be segregated by customer, WYEs, and development effort vs. steady state. Example format attached. Government will provide format on an annual basis.				6. REFERENCES	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-07</u>					A. ITEM NO. DRD-MS-07	
B. LINE ITEM TITLE: Government Owned Contractor Held Capital Assets Report						
C. OPR. GG	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 11/01/08	H. AS OF DATE 30/3	
J. REMARKS:						
K. DISTRIBUTION GG (1 Electronic Copy & 1 Hard Copy with Signature)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Government Owned Contractor Held Capital Assets Report				2. NUMBER		
3. USE: To document the monthly and cumulative costs for Government Owned/Contractor Held capital assets in an accurate and timely manner.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.2				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The contractor shall report the actual monthly costs and the actual cumulative costs incurred for each new capital asset acquisition (Government Owned Contractor Held capital asset - Real and Personal Property) to the NASA Property Accountant. This report shall include the contractor's unique identification number or facility number, item description, current month actual costs, cumulative actual costs, and invoice number for each capital asset. The Contractor must also provide documentation to support the reported actual monthly costs for each capital asset. The Contractor shall submit a separate invoice for each capital asset. The invoice detail should include the unique identification number or facility number. Please see below for the capitalization criteria (FMR 040503) and the values that should be included in the total cost.</p> <p>CAPITALIZATION CRITERIA:</p> <p>1. NASA will capitalize individual items of PP&E which:</p> <ol style="list-style-type: none"> a. Have a unit acquisition cost of \$100,000 or more for all assets other than internal use software which has a capitalization threshold of \$1,000,000; b. Have an estimated useful life of two years or more; c. Are not intended for sale in the ordinary course of operations, and; d. Have been acquired or constructed with the intention of being used, or being available for use by the agency. 						

8. PREPARATION INFORMATION (CONT.)

2. If an item, as originally installed, is an aggregate of components which could stand alone (as opposed to parts) and are severable, those components should be individually subjected to the capitalization criteria and only those components which meet the criteria shall be originally capitalized. If an item, as originally installed, is an aggregate of components which could not stand alone and are not severable (see collateral and non-collateral equipment at FMR Volume 6, 040505, those components shall be subjected to the capitalization criteria in aggregate.

VALUES:

Capitalized values shall include all costs incurred to bring PP&E to a form and location suitable for its intended use, i.e., the total cost to NASA. For example, the cost may include the following, as appropriate for the type of PP&E capitalized:

1. Amounts paid to vendors or contractors, including fees
2. Transportation charges to the point of initial
3. Handling and storage charges
4. Labor and other direct or indirect production costs (for assets produced or constructed)
5. Engineering, architectural, and other outside

Applicable Documents:

FMR 040503 Asset Capitalization Criteria

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-08</u>					A. ITEM NO. DRD-MS-08	
B. LINE ITEM TITLE: Contractor Owned Contractor Held Capital Assets Report						
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 12/01/08	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION IT-A (1D) IT-D (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Contractor Owned Contractor Held Capital Assets Report				2. NUMBER		
3. USE: To determine the types of equipment purchased, their use, and net book value				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.2				6. REFERENCES		
8. PREPARATION INFORMATION The contractor shall provide an itemized report listing all contractor-owned purchased equipment. The listing shall include a complete description and use of the equipment, its purchase cost, acquisition date, depreciation approach, and net book value.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-09</u>					A. ITEM NO. DRD-MS-09	
B. LINE ITEM TITLE: Quarterly Headcount Report						
C. OPR. OP	D. TYPE 4	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. After Contract Award	H. AS OF DATE 90/5	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION NASA Contracting Officer (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Quarterly Headcount Report				2. NUMBER		
3. USE: To provide on-site and off-site headcount data which is used to provide NASA headquarters for future planning/housing requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3				6. REFERENCES See block 8		
8. PREPARATION INFORMATION						
Headcount data shall be prepared based on the definition and format given below:						
DEFINITION:						
a. On-site: Personnel who perform on the contract and occupy physical space on NASA KSC and Cape Canaveral Air Force Station (CCAFS). The on-site headcount also includes personnel who are temporarily absent from their assigned stations (e.g., on leave without pay, annual/sick leave, TDY).						
b. Off-site: Personnel who are on the contract but physically located outside the environs of NASA KSC.						
- Dispossessed: Personnel who normally would occupy physical space within the environs of NASA KSC but have been located outside due to non-availability of work space.						
- Other off-site: Personnel who are within the total contract headcount but are not planned to occupy physical space within the environs of NASA KSC.						
c. Construction subcontractors: Personnel who perform the contract within the environs of NASA KSC.						

8. PREPARATION INFORMATION (CONT.)

FORMAT:

TABLE 1: END OF QUARTER CONTRACTOR HEADCOUNT REPORT

CONTRACT	ON-SITE	OFF-SITE DISPOSSESSED	OFF-SITE OTHER	TOTAL
TOTAL PER NASA CENTER				
PRIME				
TOTAL OF SUBCONTRACTORS				
SUBTOTAL OF SUBCONTRACTORS (Other than construction subcontractors) List each subcontractor (Include only those with on-site personnel)				
SUBTOTAL OF CONSTRUCTION SUBCONTRACTORS List each construction subcontractor				

TABLE 4: NARATIVE REPORT FOR EQUAL EMPLOYMENT ACTIVITIES

A. COMMUNITY ACTIVITIES

B. RECRUITING ACTIVITIES

C. SPECIAL EVENTS

D. OTHER

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-10</u>					A. ITEM NO. DRD-MS-10	
B. LINE ITEM TITLE: Equal Employment Opportunity (EEO) Report						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. 01/10/09	H. AS OF DATE 90/10	
J. REMARKS: Product shall be submitted electronically and compatible with Microsoft Office.						
K. DISTRIBUTION KSC/EO					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Equal Employment Opportunity (EEO) Report				2. NUMBER		
3. USE: This document will be used by Government personnel to assess the contractor's equal employment and affirmative action management of the contract effort.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3				6. REFERENCES		
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with KSC 32-58 C/G 1/91 which includes the following: a. Quarterly Equal Opportunity Statistical Reports (Attachements A and B) b. Narrative Report for Equal Employment Opportunities (Attanchement C)						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-11</u>					A. ITEM NO. DRD-MS-11	
B. LINE ITEM TITLE: Advance Notification of Workforce Reduction Report						
C. OPR. OP	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR	G. INITIAL SUB.	H. AS OF DATE	
J. REMARKS: Contractor form is acceptable. Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION IT-A (1D) IMCS CO (1D) OP (1D)					TOTALS	
					NO.	TYPE
					3	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Advance Notification of Workforce Reduction Report				2. NUMBER		
3. USE: To provide the Government advance notification of workforce reductions and allow compliance with the Workforce Adjustment and Retraining Notification (WARN) Act.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3				6. REFERENCES		
8. PREPARATION INFORMATION The contractor shall notify in writing the Industrial Relations Officer (IRO), Code OP, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned workforce reduction of permanent, full-time, and part-time employees that exceeds 10% of the total workforce or 25 employees, whichever is less. In addition, if WARN Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organization to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to the issuance of the notification. The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure. The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-12</u>					A. ITEM NO. DRD-MS-12	
B. LINE ITEM TITLE: Quarterly 3rd Step Labor Grievances and Arbitrations Report						
C. OPR. OP	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB.	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION OP/Industry Relations Officer (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Quarterly 3rd Step Labor Grievances and Arbitrations Report				2. NUMBER		
3. USE:				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The contractor shall report the number of 3rd Step Labor Grievances in their system on a quarterly basis in writing to the Industry Relations Officer, Code OP. The contractor shall also report the number of Arbitrations taking place during each quarter with a summary of the outcome of the Arbitrator's ruling on each case. The report will be due within 15 days of the end of each quarter.</p> <p>The report shall include the number of open 3rd Step Labor Grievances at the beginning of the current quarter, the number of 3rd Step Labor Grievances resolved during the quarter (without arbitration) and the number of open 3rd Step Labor Grievances at the end of the quarter. The report shall also include a summary paragraph of the most common grievances experienced during the quarter. The report will also contain a separate section reporting how many arbitrations they were involved in during the quarter, a brief description of each arbitration, and a summary of the arbitrator's decision.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-13</u>						A. ITEM NO. DRD-MS-13	
B. LINE ITEM TITLE: Records Management Plan							
C. OPR. IT	D. TYPE 2	E. INSPECT/ ACCEPT 4	F. REQ. AR	G. INITIAL SUB. 02/01/09	H. AS OF DATE		
J. REMARKS: Contractor format compatible with Microsoft Office software.							
K. DISTRIBUTION IT Records Manager (1D)						TOTALS	
						NO.	TYPE
						1	D

DATA REQUIREMENT DESCRIPTION

1. TITLE: Records Management Plan	2. NUMBER
3. USE: To demonstrate that the Contractor understands the compliance requirements for records management.	4. DATE
	5. ORGANIZATION
7. INTERRELATIONSHIP PWS 1.3.1	6. REFERENCES See block 8

8. PREPARATION INFORMATION
The following definitions are provided for clarification purposes.

(a) Government-owned records - Except as provided in paragraph (b) of this DRD, all records acquired or generated by the contractor in its performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the Contracting Officer may from time to time direct during the process of the work or, in any event, as the Contracting Officer will direct upon completion or termination of the contract.

(b) Contractor-owned records - The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this DRD.

- Employment-related are records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health –related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.
- Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor’s corporate headquarters);
- Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the contractor’s deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18, NASA FAR Supplement, that may apply to NASA;

8. PREPARATION INFORMATION (CONT.)

- Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
- The following categories of records maintained pursuant to the technology transfer clause of this contract.
 - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
 - (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
 - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.
- Metadata - Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with the Applicable Documents (below). The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas.

- a. Program Management
 - Program authorization and organization
 - Guidance and training
 - Internal evaluation
 - Procedures and processes
- b. Records Creation/Recordkeeping Requirements
 - Creation of record/adequacy of documentation
 - Contractor records
- c. Records Maintenance (General)
 - General records
 - Paper-based records
- d. Maintenance of Special Records
 - Electronic records
 - Audiovisual records
 - Cartographic and architectural records
 - Micrographic records
- e. Records Disposition
 - Record disposition schedule implementation
- f. Vital Records

8. PREPARATION INFORMATION (CONT.)

Applicable Documents:

44 U.S.C. Chapters 29, 31, 33.

44 U.S.C. 3501 et seq., Paperwork Reduction Act

36 CFR Parts 1220-1238.

5 U.S.C. 552, The Freedom of Information Act as amended.

5 U.S.C. 552a, The Privacy Act of 1974 as amended

OMB Circular A-130, Management of Federal Information Resources.

OMB Circular A-123, Internal Control Systems

Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended

NPD 1440.6G, NASA Records Management

NPD 2190.1A, NASA Export Control Program

NPR 1441.1D, NASA Records Retention Schedule

KNPD 1440.1B, KSC Records Management and Vital Records Program

KDP-KSC-P-1881C, NASA Business Records Management

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-14</u>					A. ITEM NO. DRD-MS-14	
B. LINE ITEM TITLE: Summary of Records Holdings and Transfer (File Plan)						
C. OPR. IT	D. TYPE 2	E. INSPECT/ ACCEPT 4	F. REQ. AN	G. INITIAL SUB. 12/01/08	H. AS OF DATE	
J. REMARKS: Contractor format shall be compatible with Microsoft Office and consistent with block 8						
K. DISTRIBUTION IT Records Manager (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Summary of Records Holdings and Transfer (File Plan)				2. NUMBER		
3. USE: To submit summary of records holdings				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.3.1				6. REFERENCES See block 8		
8. PREPARATION INFORMATION						
<p>At a minimum , the file plan shall include the following data. See NPR 1441.1D, NASA Retention Schedule, for additional details.</p> <p>a. Agency Filing Scheme number: see NPR 1441.1D</p> <p>b. Item number: see NPR 1441.1D</p> <p>c. Record Title: Record Series description, record description and its function</p> <p>d. Office of Record: Office responsible for retiring the record at the end of lifecycle</p> <p>e. Location: Physical location of records</p> <p>f. Retention/Disposition: The period of time the record shall be kept and how it is treated at the end of its active lifecycle.</p> <p>g. Permanent vs. Temporary: Designation of permanent or temporary status of records</p> <p>h. Vital Status: Records identified as necessary for continuing operations immediately following an emergency.</p> <p>i. Volume: Amount of records</p> <p>Applicable Documents:</p> <p>NPD 1440.6G, NASA Records Management</p> <p>NPD 2190.1A, NASA Export Control Program</p> <p>NPR 1441.1D, NASA Records Retention Schedule</p> <p>KNPD 1440.1B, KSC Records Management and Vital Records Program</p> <p>KDP-KSC-P-1881C, NASA Business Records Management</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-15</u>					A. ITEM NO. DRD-MS-15	
B. LINE ITEM TITLE: Emergency Preparedness Plan						
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. 02/01/09	H. AS OF DATE 365/30	
J. REMARKS:						
K. DISTRIBUTION IT-D (1D) NASA Emergency Preparedness Officer (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Emergency Preparedness Plan				2. NUMBER		
3. USE: To document the contractor requirement, responsibilities, process, and implementation approach in preparing for emergencies and contingencies.				4. DATE		
7. INTERRELATIONSHIP PWS 1.3.2				5. ORGANIZATION		
8. PREPARATION INFORMATION				6. REFERENCES See block 8		
<p>The contractor shall provide an Emergency Preparedness Plan which documents its responsibilities, implementation process, and procedures to satisfy emergency and contingency requirements. The plan shall describe the contractor's approach to implementing specific protective and preventive measures of the assigned facilities, systems, equipment and operations. Mission specific requirements shall be addressed if applicable.</p> <p>References: *</p> <p>JHB 2000, Consolidated Comprehensive Emergency Management Plan JDP-KSC-P-3014, Generic Emergency Procedures Document D9001, Communication Systems Hurricane Preparedness Procedures</p> <p>* These documents will be superseded in October 2008 with the reward of the NASA Protective Services Contract (APSC). Titles and document numbers are TBD.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-16</u>					A. ITEM NO. DRD-MS-16
B. LINE ITEM TITLE: Daily Systems Status Report					
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. DA	G. INITIAL SUB. 10/02/08	H. AS OF DATE See Block J
J. REMARKS: This report shall be distributed via e-mail prior to 7:30am local time each day and be easily viewable on handheld devices. Publish electronically in TechDoc.					
K. DISTRIBUTION IT-D (1D)				TOTALS	
				NO.	TYPE
				1	D
DATA REQUIREMENT DESCRIPTION					
1. TITLE: Daily Systems Status Report				2. NUMBER	
3. USE: To track system health and status				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 1.4.1				6. REFERENCES	
8. PREPARATION INFORMATION For the following services, the contractor shall prepare a daily report that lists any anomalies, unplanned outages, conditions that affect service or any other significant events that have occurred since the previous report. Report shall include start time and estimated completion date (ECD) for any system restoral efforts. PWS Service 3.1.1 Data Center Operations 3.2.1 Copper Cable Plant Services 3.2.2 Fiber Optic Cable Plant Services 3.3.1 Data Transmission Service 3.3.2 Kennedy Forward Return Link (KFRL) 3.4.1 Network Services 3.4.2 Network Security Perimeter Operations 3.4.3 Telephone Services 3.4.4 Secure Remote Access 3.5.1 Surveillance Television 3.5.2 Media Production and Distribution 3.5.3 Spacecraft Processing, Launch, and Landing Imaging 3.5.5 Department of Defense (DoD)/Air Force (AF) Multimedia 3.8.1 Time Services 3.8.2 Countdown Services 3.8.3 Frequency Services 3.9.1 Paging and Area Warning System Services					

8. PREPARATION INFORMATION (CONT.)

- 3.9.3 Radio
- 3.9.4 Operational Intercommunications Systems (OIS)
- 3.9.5 Audio Distribution Services
- 3.9.6 Voice Recording Services
- 3.9.7 Fixed Audio Systems
- 3.9.8 Electromagnetic Measurement and Analysis Services
- 3.12 Printing, Reproduction, and Microimaging Services

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-17</u>					A. ITEM NO. DRD-MS-17	
B. LINE ITEM TITLE: Configuration Management (CM) Plan						
C. OPR. IT-D	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 09/01/08	H. AS OF DATE 365/1	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION IT-D (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Configuration Management (CM) Plan				2. NUMBER		
3. USE: To develop, implement, and maintain a CM Plan describing the contractor's approach to comply with the CM requirements of the contract.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.4.4				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the CM requirements of the contract.</p> <p>The Plan shall describe the CM process for hardware, software, firmware, and documentation to be implemented and methods to be used for configuration identification, interface control, hardware, software and firmware documentation control, status accounting, and configuration verification. The plan shall describe the contractor's CM organization, policies, procedures, implementation approach, and control mechanisms that are to be used to ensure compliance with all CM requirements.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-18</u>					A. ITEM NO. DRD-MS-18	
B. LINE ITEM TITLE: Maintenance and Sustaining Engineering Plan						
C. OPR. IT-D	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 01/01/09	H. AS OF DATE 365/30	
J. REMARKS:						
K. DISTRIBUTION IT-D					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Maintenance and Sustaining Engineering Plan				2. NUMBER		
3. USE: To describe the maintenance and sustaining engineering approach for IMCS systems and equipment.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.4.6				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The contractor shall provide a Maintenance and Sustaining Engineering plan that identifies the approach for all assigned facilities and equipment. The plan shall include at least the following:</p> <ol style="list-style-type: none"> a. The overall approach to maintenance and rationale for each methodology chosen. b. Rationale for maintenance requirements and frequency. c. How maintenance activities will be documented and evaluated for cost effectiveness. d. How trend data will be used to modify maintenance activity. e. How maintenance data will be used to support the development and modification of the Five-Year Technical and Cost Plan (DRD-MS-02). f. How system capacity and utilization will be determined. g. How sustaining engineering opportunities will be identified and hours budgeted. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-19</u>					A. ITEM NO. DRD-MS-19	
B. LINE ITEM TITLE: Technical Status Report						
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 11/10/08	H. AS OF DATE	
J. REMARKS: To be provided in a format acceptable to the COTR.						
K. DISTRIBUTION IT-D (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Technical Status Report				2. NUMBER		
3. USE: To provide a current status of all IMCS Systems.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.4.6				6. REFERENCES		
8. PREPARATION INFORMATION For each technical area in section 3 of the PWS, the contractor shall include detailed failures reports, corrective actions taken, system documentation status, operational document status, maintenance performed during current month, maintenance scheduled for subsequent month, general system performance, general system condition, and any other issues or concerns.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-20</u>					A. ITEM NO. DRD-MS-20	
B. LINE ITEM TITLE: Risk Management Plan						
C. OPR. IT-D	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. Proposal	H. AS OF DATE See block 8	
J. REMARKS:						
K. DISTRIBUTION IT-D (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Risk Management Plan				2. NUMBER		
3. USE: To provide the Government some insight on the contractor's ability to mitigate risks while maintaining its overall cost effectiveness.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.4.9				6. REFERENCES SSP 30309 NSTS 37310		
8. PREPARATION INFORMATION						
<p>The contractor shall submit its detailed Risk Management Plan with its proposal. The plan shall be maintained throughout the life of the contract.. The plan shall be updated and delivered on annual basis on the anniversary of the contract award.</p> <p>The contractor shall develop and maintain a Risk Management Plan that addresses safety, reliability, maintainability, quality, cost, schedule, and mission success. The Risk Management Plan shall describe how the contractor proposes to manage and accept risk on all activities required to perform this contract. It shall describe how the contractor will identify, assess, and mitigate/control risks as an integral part of the contractor's management and decision process. This plan shall include information which illustrates the functional relationships and lines of communication, including the involvement of subcontractors and major vendors; describes the risk management function within the organization, the process through which management decisions will be made, a description of interfaces with NASA organizations, and the NASA decision process for areas such as critical and catastrophic hazards, corrective actions, mishaps, anomaly resolution, safety and technical variances/waivers/exceptions, cost, schedule, and mission success; and a description of the management controls that will be used to ensure compliance with the risk mitigation process.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-21</u>					A. ITEM NO. DRD-MS-21										
B. LINE ITEM TITLE: Contract Performance Metrics Report															
C. OPR. IT-D	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 11/10/08	H. AS OF DATE 30/10										
J. REMARKS: Product shall be compatible with Microsoft Office software.															
K. DISTRIBUTION IT-D (1D) CO (1D) COTR (1D)					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">TYPE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">D</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	3	D				
TOTALS															
NO.	TYPE														
3	D														
DATA REQUIREMENT DESCRIPTION															
1. TITLE: Contract Performance Metrics Report				2. NUMBER											
3. USE: The Government will use this data for the award fee evaluation and insight.				4. DATE											
7. INTERRELATIONSHIP PWS 1.4.15				5. ORGANIZATION IT-D											
8. PREPARATION INFORMATION Contractor shall measure and report its performance in accordance with all Expectations, Performance Standards and Metrics for each Service effective during the reporting period. The Report shall include by service at a minimum, Trouble Resolution, Corrective Maintenance, All Opened Work Orders by In/Out of Family, Completed Work Orders by In/Out of Family, Service Delivery Performance, Exclusions for Trouble Resolution and Service Delivery, Telephone Trouble Resolution, System Availability, Customer Satisfaction, Process Surveillance, and QA Availability. The format shall be acceptable to the Government.				6. REFERENCES											

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-22</u>						A. ITEM NO. DRD-MS-22	
B. LINE ITEM TITLE: IT Security Plan							
C. OPR. IT-B	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AR	G. INITIAL SUB.	H. AS OF DATE		
J. REMARKS: Product shall be compatible with Microsoft Office software.							
K. DISTRIBUTION IT-B (1D)						TOTALS	
						NO.	TYPE
						1	D
DATA REQUIREMENT DESCRIPTION							
1. TITLE: IT Security Plans					2. NUMBER		
3. USE: To allow the Government to monitor compliance with NPR 2810.1A					4. DATE		
					5. ORGANIZATION		
					6. REFERENCES NPR 2810.1A ITS SOP-0018		
7. INTERRELATIONSHIP PWS 1.5							
8. PREPARATION INFORMATION							
<p>For each system and service provided by the contractor in performance of this contract, the contractor shall establish, maintain, and implement IT Security plans in accordance with NASA Procedural Requirements (NPR) 2810.1A, as supplemented by Appendix 10, IT Security Implementation Guide.</p> <p>See Chapter 5 of the NPR 2810.1A (Security of Information Technology) and ITS SOP-0018 for information required in this plan.</p> <p>NOTE: To review this manual in its entirety, see the NASA Online Directives Information System (NODIS) Library at the following URL: http://nodis3.gsfc.nasa.gov/Library/main_lib.html</p> <p>Each plan shall include, at a minimum:</p> <ol style="list-style-type: none"> a. An initial risk assessment, documentation of results, and resultant IT Security Plan(s) in accordance with the IT security requirements in effect at the Center. b. Description of how the integrity, availability, and/or confidentiality of information and IT resources will be protected, including protection (disclosure) from the subject contractor. IT resources include, but are not limited to: <ol style="list-style-type: none"> i. CBACS ii. Data Center iii. Institutional Computer Networks iv. Kennedy Voice Communication Services v. Visual Imaging and Timing Communication Services vi. Transmission System Services 							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-23</u>					A. ITEM NO. DRD-MS-23	
B. LINE ITEM TITLE: Export Control Plan						
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 12/01/08	H. AS OF DATE 365/1	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION TA (Center Export Administrator) (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Export Control Plan				2. NUMBER		
3. USE: Document the contractor's approach for export control				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.6				6. REFERENCES NPR 2190.1 NPD 2190.1		
8. PREPARATION INFORMATION						
<p>The Export Control Plan requires approval of the Center Export Administrator (CEA). The plan shall be submitted within 60 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required.</p> <p>The plan shall describe all export control activities related to the performance of the IMCS contract requirements per NPR 2190.1 and NPD 2190.1. The contractor shall submit an Export Control Plan to describe its planned approach for accomplishing contract functions while strictly adhering to export laws, regulations, and directives</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-24</u>					A. ITEM NO. DRD-MS-24	
B. LINE ITEM TITLE: Continuity of Operations Plan (COOP)						
C. OPR. TA	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 12/01/08	H. AS OF DATE 365/30	
J. REMARKS: Product shall be compatible with Microsoft Office software and included in TechDoc.						
K. DISTRIBUTION TA-G COOP Coordinator (1D) CO (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Continuity of Operations Plan (COOP)				2. NUMBER		
3. USE: To ensures the performance of mission-essential operations during any type of emergency, or other situation that may disrupt normal operations				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.6.4				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>A viable COOP capability must (1) be maintained at a high level of readiness; (2) be capable of being implemented with and without warning; (3) be operational within 12 hours of activation; (4) maintain sustained essential operations for a minimum of 30 days; and (5) take maximum advantage of available field infrastructure, existing Agency emergency preparedness program procedures, and established Information Technology (IT) Security plans.</p> <p>The goal of COOP is to (1) ensure continuous performance of NASA's mission-essential operations and functions during an emergency situation; (2) protect mission-essential NASA facilities, equipment, vital records, and other assets; (3) reduce or mitigate disruptions to mission-essential operations; (4) reduce loss of life; (5) minimize damage and losses; and (6) resume full, normal essential operations to our customers through a timely and orderly recovery from an emergency.</p> <p>The COOP is a "sensitive" document. It is deemed "Administratively Controlled Information (ACI)," and will be handled in accordance with NPR 1620.1, Security Procedural Requirements, as amended. All electronically stored and distributed copies of the COOP must be protected from unauthorized access.</p>						

8. PREPARATION INFORMATION (CONT.)

At a minimum, the plan will:

- a. Delineate mission-essential operations and functions.
- b. Establish an order of succession for key leadership positions.
- c. Identify minimal communications capabilities required to support COOP.
- d. Identify essential and vital records and databases required to support essential operations and functions, and include steps for protecting them as well as procedures for backup, storage, recycling, and retrieval.
- e. Outline a decision process for determining appropriate actions in implementing COOP procedures.
- f. Establish a roster of fully equipped and trained continuity team personnel, with the authority to perform mission-essential operations and functions, and establish procedures for training these personnel in the roles to be performed under COOP implementation. Training shall occur on an annual basis.
- g. Include plans and procedures for employee advisories, alerts, and COOP activation, with instructions for relocation to predesignated facilities, with or without warning, during duty and nonduty hours.
- h. Provide for personnel accountability and safety throughout the duration of the emergency.
- i. Provide for attaining functional capability, within 12 hours.
- j. Establish reliable processes and procedures to acquire the resources necessary to continue mission-critical essential operations and sustain mission-essential operations for a minimum of 30 days.
- k. Establish reliable processes and procedures to identify and transition to alternate operational locations if the need arises.
- l. Integrate existing emergency preparedness and IT security plans to ensure consistency in overall emergency preparedness program approaches.
- m. Provide for annual exercises or tests to ensure viability.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-25</u>					A. ITEM NO. DRD-MS-25	
B. LINE ITEM TITLE: COOP Annual Test Report						
C. OPR. TA	D. TYPE	E. INSPECT/ ACCEPT	F. REQ. AN	G. INITIAL SUB. 12/01/09	H. AS OF DATE 365/30	
J. REMARKS:						
K. DISTRIBUTION TA-G COOP Coordinator (1D) CO (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: COOP Annual Test Report				2. NUMBER		
3. USE: Report and update any anomalies found during the testing and review of the Continuity of Operations plan.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.6.4				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The COOP should be tested to train personnel and to keep the plan in step with changes to the operating environment. The extent and frequency of testing will vary among organizations, systems, and particular mission.</p> <p>There are several types of testing--</p> <p>(1) Review: This is a simple test to check the accuracy of the COOP. For instance, a reviewer can check the accuracy of contact telephone numbers, building and room numbers, and whether the listed individuals are still in the organization.</p> <p>(2) Analysis: An analysis may be performed on the entire plan or parts of it. The analyst may mentally follow the strategies in the COOP and look for flaws in the logic or process used by the plan's developers. The analyst may also interview functional managers, resource managers, and their staff to detect missing or unworkable pieces of the plan.</p> <p>(3) Simulation and Test: Simulation and test consists of various types and scope of exercises designed to test and evaluate the COOP. In the structured walk-through, a disaster scenario is established, and the teams "walk-through" their assigned tasks. This is role-playing activity that requires the participation of at least the team leaders and their alternates. A tactical exercise is a simulated exercise, conducted in a "war game" format. All members of the continuity organization are required to participate and perform their tasks and procedures under announced or surprise conditions. The exercise monitor provides information throughout the exercise to simulate events following an actual disaster. In a live production system exercise, an operating system is brought to live status on alternate platforms, and the data and communications network is switched to the alternate site.</p>						

8. PREPARATION INFORMATION (CONT.)

All resources, other than IT and communications hardware and software needed to support the exercise, must be retrieved and deployed from off site (protected) storage, as applicable. A simulation requires the execution of notification, operating procedures, the use of equipment, hardware and software, possible use of alternate site(s), and operations to ensure proper performance. Simulation exercises should be used in conjunction with checklist exercises for identification of required plan modification and staff training.

(a) Announced exercises are scheduled exercises generally involving actual resumption of IT and other critical operations (e.g., command and control) at alternate site(s). IT operations are usually not interrupted but may be planned for actual resumption and validation at the "Hot Site." This type of test usually involves the entire continuity organization, including selected users along with Senior Management, operations and technical staff. Unannounced exercises are surprise exercises that require transfer of operations activity to the alternate site. All required activity continues in parallel and is not interrupted. This type of test generally involves only a small portion of the continuity organization.

(b) To ensure that testing is performed in a cost-effective manner, while still accomplishing the objective of validating the COOP, a separate test plan, with specific scenarios and outlines of acceptable responses, should be developed and followed by management representatives, such as the team conducting the test.

(c) Because the plan will become dated as time passes and resources change, responsibility for maintaining and updating the COOP should be specifically assigned. Maintenance of the COOP can be incorporated into procedures for change management so that upgrades to hardware and software are reflected in the Plan.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-26</u>					A. ITEM NO. DRD-MS-26	
B. LINE ITEM TITLE: Quality Plan						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AR	G. INITIAL SUB. 01/15/09	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION SA-E (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Quality Plan				2. NUMBER		
3. USE: Ensure that quality requirements are implemented and satisfied throughout all phases of contract performance.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.7.3				6. REFERENCES NSTS 5300.4(1D-2) KNPR 8730.2 ANSI/ISO/ASQ Q9001-2000		
8. PREPARATION INFORMATION						
<p>The Quality Plan shall describe the implementation of quality policies and processes that will ensure compliance with the requirements specified in NSTS 5400.4(1D-2), NPR 8730.2, and ANSI/ISO/ASQ Q9001-2000 to include:</p> <ul style="list-style-type: none"> a) Organizational charts which illustrate the functional relationships and lines of communication between the organizations executing the quality requirements, CEO, and other organizational elements. b) Description of the quality management functions within the organization including the process through which management decisions will be made. c) Description of the responsibility, authority, and accountability of Quality personnel. d) Description of the boards and panels serving the Quality organization. e) Description of inspection requirements, surveillance methodology, quality metrics, and/or leading indicators used to maintain insight/oversight of the Quality function throughout the contractor organization. f) Description of flow down of NSTS 5300.4 (1D-2) requirements to contractor quality management system documents organizational elements including verification method to ensure requirements have been met. g) Description of surveillance methodologies to be used to measure the effectiveness of the quality program. h) Description of the certification/qualification training approach, including listing all processes/tasks/positions that require certification or qualification and the requirements for achieving that certification or qualification. The certification and qualification training requirements shall include the type of training offered, employee requirements for completing training, and the frequency of training. 						

8. PREPARATION INFORMATION (CONT.)

- i) The selection of inspection points will be dependent upon the criticality of characteristics or assessments of risk.
- j) Revise the Quality Plan when major organizational changes occur that changes the organization executing the quality requirements, changes in quality management functions including the process through which management decisions will be made, or changes in organizational responsibility, authority, and accountability.
- k) Submit Quality Plan basic and revisions for NASA review and concurrence.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-27</u>					A. ITEM NO. DRD-MS-27	
B. LINE ITEM TITLE: Quality Program Evaluation						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 12/15/08	H. AS OF DATE See block J	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION SA-E (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Quality Program Evaluation				2. NUMBER		
3. USE: To determine the effectiveness of the contractor's; management of the quality programs, implementation of quality requirements into all elements of the contact, including major subcontracts, and compliance to quality requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.7.3				6. REFERENCES NSTS 5300.4(1D-2) KNPR 8730.2 ANSI/ISO/ASQ Q9001-2000		
8. PREPARATION INFORMATION Initial submittal is a quality audit plan. Submit the Quality Program Evaluation annually beginning 10/1/2009. Evaluate the effectiveness of the Quality Management System. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the contractor's quality program. The initial submittal shall be a detailed Quality Audit Plan. Identify and prioritize audits to be performed based on risk to NASA programs and customers. Submit the quality audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions, and summaries to the Government. The Quality Program Evaluation shall include a summary of implementation and compliance of all quality systems, a summary of performed audits, and audits in work including those at vendor sites, significant findings, corrective actions, barriers to implementing corrective actions, summary of risks, and an audit plan schedule for the following 12-month period. Audits will be prioritized based on risk to NASA Programs and customers.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-28</u>					A. ITEM NO. DRD-MS-28	
B. LINE ITEM TITLE: Training and Certification Plan						
C. OPR. BA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB. 04/15/09	H. AS OF DATE 365/15	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION BA-E (1D) IT-D (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Training and Certification Plan				2. NUMBER		
3. USE: To ensure the IMCS requirements are met. The contractor shall coordinate with the Technical Training Service Contract provider to ensure an understanding of training and delivery methods available and establish procedures to meet real-time training needs. Specific training and certification offerings for subjects such as Area Access, Safety, Hazardous Material Handling, and Information Technology Security are available for use by all KSC organizations (NASA and Contractor).				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.8				6. REFERENCES		
8. PREPARATION INFORMATION The contractor shall deliver an annual Training Plan, developed in monthly increments, that forecasts the number of training instances for all known requirements including classes required for training and certification by KSC and CCAFS. The plan shall define how the contractor will organize, implement, manage, and document training and certification to meet all responsibilities under the contract. Implementation of the plan shall identify the skills, competencies, certifications and licenses needed to perform assigned work as required by the Government and regulatory agencies. The plan shall document the contractor's methodology to manage training and certification, be cost-effective, and ensure the availability of appropriate skills, experience, and knowledge when they are needed. The plan shall indicate the contractor's processes for ensuring employees are knowledgeable about the work to be accomplished, equipment, software and systems, work environment, and an awareness of NASA and KSC initiatives. The plan shall also document the contractor's arrangement to ensure that current skills and capabilities are maintained as technology advances and infrastructure modernization progresses.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-29</u>					A. ITEM NO. DRD-MS-29	
B. LINE ITEM TITLE: Equipment Loss Rate Plan						
C. OPR. TA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AN	G. INITIAL SUB.	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION IT-D (1D) TA-E (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Equipment Loss Rate Plan				2. NUMBER		
3. USE: To develop, implement and maintain an Equipment Loss Rate Plan to include equipment surveyed, items lost during the fiscal year, items found on station and any reinstated equipment.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.9.1				6. REFERENCES		
8. PREPARATION INFORMATION The contents of the Equipment Loss Rate Plan should include the following a. All equipment surveyed b. Equipment lost during the fiscal year c. Equipment found on station d. Equipment reinstated						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-MS-30</u>					A. ITEM NO. DRD-MS-30	
B. LINE ITEM TITLE: Motor Vehicle Utilization Plan						
C. OPR. TA	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. SA	G. INITIAL SUB. 04/01/09	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software and utilize KSC forms.						
K. DISTRIBUTION TA (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Motor Vehicle Utilization Plan				2. NUMBER		
3. USE: To ensure proper use of GSA and/or government vehicles and how they will be utilized.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 1.9.4				6. REFERENCES		
8. PREPARATION INFORMATION The Motor Vehicle Utilization Plan shall address the contractor's approach to ensure the proper utilization of GSA, commercial rental, and/or government vehicles. This includes the monthly submittal of KSC Form 7-490 (KSC Vehicle Use Record) to the Vehicle Coordinator and the completion of proper maintenance of the vehicle.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-01</u>					A. ITEM NO. DRD-SH-01
B. LINE ITEM TITLE: VPP Application					
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. OT	G. INITIAL SUB. N/A	H. AS OF DATE 10/01/2010
J. REMARKS: Product shall be compatible with Microsoft Office software. The VPP application due date is 24 months after contract effective date.					
K. DISTRIBUTION SA-E (1A)				TOTALS	
				NO.	TYPE
				1	A
DATA REQUIREMENT DESCRIPTION					
1. TITLE: VPP Application				2. NUMBER	
3. USE: To verify the contractor implementation and compliance to recognize safety and health standards. To assure effective contractor management of safety and health programs, implementation of safety and health requirements into all elements of the contract including major subcontractors, and compliance to safety and health requirements. Meeting and maintaining VPP requirements.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 2.1				6. REFERENCES 29CFR1910 OSHA TED 8.4	
8. PREPARATION INFORMATION The contractor shall prepare the VPP application, Star Program, in accordance with OSHA TED 8.4, Voluntary Protection Programs (VPP): Policies and Procedures Manual.					
<ul style="list-style-type: none"> • Submit the VPP Application to NASA for review and concurrence. • Demonstrate to NASA, compliance to VPP Star Program requirements throughout all organizations of the contract including major subcontractors, including: <ul style="list-style-type: none"> a. All contract personnel including major subcontractors are involved in the effort to maintain rigorous, detailed attention to safety and health b. Demonstrate continuous improvement in the operation and impact of their safety and health management systems c. Establish, document, and communicate to all persons within this contract, clear goals that are attainable and measurable, objectives that are relevant to workplace hazards and trends of injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals. d. Maintaining a written safety and health management system that documents the elements and sub-elements, procedures for implementing the elements, and other safety and health programs including those required by OSHA standards. e. Providing and directing adequate resources to those responsible for safety and health, so they are able to carry out their responsibilities. 					

8. PREPARATION INFORMATION (CONT.)

- f. Employees must be involved in the safety and health management system in addition to their right to report a hazard, including, participation in audits, accident/incident investigations, self inspections, suggestion programs, planning, training, job hazard analyses, and appropriate safety and health committees and teams.
- g. A hazard identification and analysis system shall be implemented to systematically identify basic and unforeseen safety and health hazards, evaluate their risks, and prioritize and recommend methods to eliminate or control hazards to an acceptable level of risk.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-02</u>					A. ITEM NO. DRD-SH-02	
B. LINE ITEM TITLE: Safety and Health Plan						
C. OPR. SA-E	D. TYPE 1	E. INSPECT/ ACCEPT 2	F. REQ. AR	G. INITIAL SUB. Proposal	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION IMCS CO (1A) SA-E (1A)					TOTALS	
					NO.	TYPE
					2	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Safety and Health Plan				2. NUMBER		
3. USE: To ensure the contract is conducted in a safe manner and complies with all safety and health directives, instructions, policies, and regulations as listed in this contract. To verify the contractor intends to be proactive in safety and health practices. To assure employees have a safe work environment/conditions throughout the performance of this contract.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 2.1				6. REFERENCES See block 8		
8. PREPARATION INFORMATION Initial submittal per RFP Section L (summary plan). Include adequate information to assure offeror's approach for reducing or eliminating injuries and improving health. Submit detailed plan no later than contract effective date + 90 days. The Safety & Health Plan shall describe tasks and activities of the safety and health management at each site where the contractor is operational to assure identification, evaluation and elimination/control of safety and health concerns. At a minimum, the plan shall include the following:						
<ul style="list-style-type: none"> a. All Safety & Health Plan requirements specified in NFS 1852.223-73, NPR 8715.3 Appendix E, KNPR 8715.3, and NSTS 5300.4. b. Organization charts(s) which illustrates the functional relationships and lines of communication between the Safety and Health organization and other organizational elements. c. Descriptions of the safety and health management functions within the organization including the process through which management decisions will be made, notification to the local NASA Safety and Health organization of hazards, corrective actions, mishaps and deviations to NASA safety and health requirements. d. Description of the responsibility, authority, and accountability of Safety and Health personnel, other contractor organizational elements involved in the safety and health, and subcontractor safety and health personnel. Include the organizational unit responsible for the execution of safety and health tasks and the position with the authority to resolve all identified safety and health issues. 						

8. PREPARATION INFORMATION (CONT.)

- e. Description of the management controls that will be used to ensure compliance with safety and health regulations.
- f. Description of the safety program measurement system, including measurements, safety metrics, and trend analysis methods. The performance measurement system should describe responsibility for identifying and implementing remedial action, recurrence control, and corrective actions that are necessary to improve performance as indicated by the performance measurement system.
- g. The Plan shall include a mishap contingency action plan that describes how support and services will continue in the event of a mishap.
- h. Cross-reference of safety program requirements (e.g., Federal, NASA, state and local) and contractor procedures to avoid duplication of effort.
- i. Revise the Safety and Health Plan when major organizational changes occur in the lines of communication between the Safety and Health organization and other organizational elements or when procedures or processes have changed that affect organizational responsibility, authority, and accountability. Submit basic and revised Plans to NASA for review and concurrence.
- j. The plan shall address confined space entry compliance.

References:

NFS 1852.223-73
NPR 8715.3
KNPR 8715.3
NSTS 5300.4 (1D-2)
29 CFR 1910
29 CFR 1926

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-03</u>					A. ITEM NO. DRD-SH-03	
B. LINE ITEM TITLE: Safety Program Evaluation						
C. OPR. SA-E	D. TYPE 2	E. INSPECT/ ACCEPT 2	F. REQ. AN	G. INITIAL SUB. 12/15/08	H. AS OF DATE See block J	
J. REMARKS: Product shall be compatible with Microsoft Office software.						
K. DISTRIBUTION SA-E (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Safety Program Evaluation				2. NUMBER		
3. USE: To determine the effectiveness of the contractor's management of the Safety and Health programs, implementation of safety and health requirements into all elements of the contact including major sub-contractors, and compliance to safety and health requirements.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 2.1				6. REFERENCES OSHA TED 8.4		
8. PREPARATION INFORMATION Initial submittal shall be the Safety Audit Plan due on 12/15/2008. The Safety Program Evaluation is due annually beginning 10/01/2009. Evaluate the effectiveness of the safety and health management system. The evaluation is an on-going process that shall include assessments of the effectiveness of all elements and sub-elements of the contractor's Safety and Health program. The initial submittal shall be a detailed Safety Audit Plan. Identify audits to be performed and prioritized based on risk to NASA Programs and customers. Submit the safety audit plan to NASA for review and concurrence. Perform audits and provide audit reports, including, observations, findings, corrective actions, and summaries to the Government. The Safety Program Evaluation shall include all information outlined in OSHA TED 8.4, Appendix D, a summary of performed audits and audits in work, significant findings, corrective actions, barriers to implementing corrective actions, summary of risks, and an audit plan schedule for the following 12-month period. Audits will be prioritized based on risk to NASA programs and customers.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-04</u>					A. ITEM NO. DRD-SH-04	
B. LINE ITEM TITLE: Mishap Reports						
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR	G. INITIAL SUB. See block J	H. AS OF DATE See block 8	
J. REMARKS: Electronic submittal into the NASA mishap reporting database.						
K. DISTRIBUTION SA-E (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Mishap Reports				2. NUMBER		
3. USE: The mishap reports are used to determine the overall safety and health of KSC employees and to assure contractor's implemented corrective actions are effective in preventing mishap recurrence.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 2.2				6. REFERENCES KNPR 8715.3 NPR 8715.3 NPR 8621.1		
8. PREPARATION INFORMATION Enter all mishaps and close calls into the NASA mishap-reporting database. Mishap reporting methods, timelines and data accuracy shall be in accordance with NPR 8715.3 and KNPR 8715.3. Document and record the mishap investigations per NPR 8621.1, KNPR 8715.3 and as directed by the Government.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-SH-05</u>					A. ITEM NO. DRD-SH-05	
B. LINE ITEM TITLE: Safety Statistics Report						
C. OPR. SA-E	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. 11/15/2008	H. AS OF DATE 30/15	
J. REMARKS: Electronic Submittal of KSC Form 6-22						
K. DISTRIBUTION SA-E (1D) SA-G (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Safety Statistics Report				2. NUMBER		
3. USE: The Safety Statistics Record provides information on accidents affecting the contractor's performance.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 2.2				6. REFERENCES KNPR 8715.3 OSHA Log 300		
8. PREPARATION INFORMATION Utilize the KSC Electronic forms media for data information submittals, KSC Form 6-22.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-01</u>					A. ITEM NO. DRD-TS-01	
B. LINE ITEM TITLE: Network Security Perimeter Report						
C. OPR. IT-B	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. DA	G. INITIAL SUB. 10/01/2008	H. AS OF DATE 1/1	
J. REMARKS: Product must be compatible with Microsoft Office software.						
K. DISTRIBUTION IT-B (1D) COTR (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Network Security Perimeter Report				2. NUMBER DRD-TS-01		
3. USE: To ensure the health, security of the network perimeter and monitor potential threats to IT assets.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 3.4.2				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>Strong network perimeter security is important because it protects the internal network and weak points that could be exploited by outsiders. Reports should present a clear view of network and security activities including user behavior, security threats, and internet usage.</p> <p>To ensure proper monitoring, provide trending reports of:</p> <ul style="list-style-type: none"> (a) Top Ten Protocol Summary (b) Top Ten Inbound Traffic Summary (c) Top Ten Outbound Traffic Summary (d) Distribution of Traffic Summary (e) HTTP Traffic Summary for Past 24 Hrs. (f) Traffic Related to Specific Treats as Defined by the Government (g) Other reports may be requested based on the content of the previous reports. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-02</u>					A. ITEM NO. DRD-TS-02	
B. LINE ITEM TITLE: Telephone Call Detail Report						
C. OPR. IT-D2	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. WK	G. INITIAL SUB. One week after start of contract	H. AS OF DATE	
J. REMARKS: The contractor shall provide all call detail records, via CD-ROM, of all outbound calls in support of security issues and tolls separation, verification, and billing. These records are automatically captured by the switch and are available also from the data files of the SecureLogix system for out bound as well as incoming calls.						
K. DISTRIBUTION IT-D1 (1D)					TOTALS	
					NO.	TYPE
					1	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Telephone Call Detail Report				2. NUMBER		
3. USE: To provide the Government with telephone usage data for analysis and reporting purposes.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 3.4.3				6. REFERENCES		
8. PREPARATION INFORMATION The contractor shall maintain a record of the beginning and ending date and time of all off-Center telephone calls in electronic format on CD-ROM. This information shall be maintained by the contractor and made available to authorized personnel, in accordance with NASA and Center policy for release of such information, when requested. Call detail records associated with a particular call shall be maintained on-line and, depending on traffic load and capabilities of the switch, downloaded on a regular schedule to CD-ROM for further separation and processing. This information shall be maintained in such a way as to provide all outbound (on-site to off-site, including calls to the Local Exchange Carrier (LEC). Data file format shall be provided to authorized personnel to ensure interface compatibility with the NASA Management Information System. Call detail records shall be handled in accordance with established Privacy Act regulations. Records shall be retained in accordance with NARA General Records Schedule and NASA NPG 1441.1C and any Center-specific guidelines pertaining to release of such information. The following fields of the Call Detail Report shall be required for all outbound calls:						
<ul style="list-style-type: none"> a. Originating phone number (Calling Number) b. Terminating (Destination) phone number (up to 15 digits) (Called Number) c. Dialed Number d. Access Code - FTS/Local e. Length of call (Duration)(hours; minutes; seconds) f. Time of call origination (hour:minutes) 						

8. PREPARATION INFORMATION (CONT.)

g. Month/day/year of call

h. Date/time period covered by report

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-03</u>					A. ITEM NO. DRD-TS-03	
B. LINE ITEM TITLE: Engineering Imagery Acquisition Distribution Document (EIADD)						
C. OPR. IT-D2	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. PL	G. INITIAL SUB. 15 days before launch	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software. Initial submission 15 working days prior to launch. Update and closeout when product distribution is complete.						
K. DISTRIBUTION IT-D2 (1D) IMCS COTR (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Engineering Imagery Acquisition Distribution Document (EIADD)				2. NUMBER		
3. USE: To confirm the imaging requirements in the PRD are being met.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 3.5.3				6. REFERENCES		
8. PREPARATION INFORMATION						
<p>The contractor shall describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services and products package.</p> <p>Provide a spreadsheet listing each operational requirement and the technical instrumentation information for the assets that will acquire the proper images for that requirement. Specifically, identify asset location, camera ID, lens, film/tape/file format, settings, timing, start/stop, etc. Note intermediate processing and finishing information for items that will affect the delivery time. Requirements beyond the basic package shall be separated by product or service and identified by distinct item number. Product distributions to be itemized, POCs/phone numbers; date of expected delivery.</p> <p>Update and closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy, and date added when product distribution is complete.</p>						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-04</u>					A. ITEM NO. DRD-TS-04	
B. LINE ITEM TITLE: Engineering Imagery Post Operation Report						
C. OPR. IT-D2	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. PL	G. INITIAL SUB. See block J	H. AS OF DATE	
J. REMARKS: Product shall be compatible with Microsoft Office software. Initial submission one working days post launch with updated reports at 10 and 20 working days post launch.						
K. DISTRIBUTION IT-D2 (1D) IMCS COTR (1D)					TOTALS	
					NO.	TYPE
					2	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: Engineering Imagery Post Operation Report				2. NUMBER		
3. USE: To provide the Government with performance data of imaging assets used for launch.				4. DATE		
7. INTERRELATIONSHIP PWS 3.5.3				5. ORGANIZATION		
8. PREPARATION INFORMATION				6. REFERENCES		
<p>The contractor shall provide a post operation report of photo support for all launch support operations. This report shall cover all contractor provided motion picture, still photographic, digital, and video products and services used in support of a launch.</p> <p>The following information shall be required as a minimum:</p> <ol style="list-style-type: none"> 1. Milestone Support Events 2. Camera Coverage 3. Conduct of Operation 4. Equipment Problems/Malfunctions 5. Laboratory Support Status 6. Data Shipment Status 7. Discrepancy/Malfunction Summary 8. Console Log 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-05</u>					A. ITEM NO. DRD-TS-05	
B. LINE ITEM TITLE: DOD Multimedia Photographic Acquisition Disposition Document						
C. OPR. 45 SW	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. PL	G. INITIAL SUB. 15 days before launch	H. AS OF DATE	
J. REMARKS: Contractor spreadsheet format compatible with Microsoft Excel software. On-line availability required. Initial submission 15 working days prior to launch. Update and closeout when product distribution is complete.						
K. DISTRIBUTION					TOTALS	
DOD PM/ER VIM (Initial 1D, Update/closeout 1A)					NO.	TYPE
DOD launch program customer Resource Manager/Advisor(Initial 1D, Update/closeout 1A)					2	A
45 SW COTR (Initial 1D, Update/closeout 1D)					4	D
DATA REQUIREMENT DESCRIPTION						
1. TITLE: DOD Multimedia Photographic Acquisition Disposition Document				2. NUMBER		
3. USE: To provide the Government and launch program customer with the contractor's technical support plan in advance of a launch or launch-related event for each imaging item ordered.				4. DATE		
				5. ORGANIZATION		
7. INTERRELATIONSHIP PWS 3.5.5 DOD/AF Multimedia, Related UDS (PRDs, ORs, ODs), Associated DOD Delivery Order/Work Order				6. REFERENCES		
8. PREPARATION INFORMATION The contractor shall describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services and products package. Provide spreadsheet sorted listings of each operational requirement and the technical instrumentation information (location, camera ID, lens, film/tape, settings, timing, start/stop, etc.) for the assets that will acquire the proper images. Note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized including POCs/phone numbers and date of expected delivery. Update and closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL: <u>DRD-TS-06</u>					A. ITEM NO. DRD-TS-06
B. LINE ITEM TITLE: DOD Multimedia Performance Production Report					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. REQ.	G. INITIAL SUB.	H. AS OF DATE
45 SW	3	6	PL	See block J	
J. REMARKS: Contractor spreadsheet format compatible with Microsoft Excel. On-line availability required. Initial submission two working days post launch, update 12 working days post launch, and closeout 30 working days post launch.					
K. DISTRIBUTION					TOTALS
DOD PM/ER VIM (1D)					NO.
DOD launch program customer Resource Manager/Advisor (1D)					TYPE
45 SW COTR (1D)					3
					D
DATA REQUIREMENT DESCRIPTION					
1. TITLE: DOD Multimedia Performance Production Report				2. NUMBER	
3. USE: To provide the Government with performance data of imaging assets used for launch.				4. DATE	
				5. ORGANIZATION	
7. INTERRELATIONSHIP PWS 3.5.5				6. REFERENCES	
8. PREPARATION INFORMATION Provide activity logs and a summary matrix of all discrepancies or malfunctions. Provide additional details and data fields per affected camera/instrument by name and serial number, lenses by focal length-name-serial number, trackers by name-serial number, amount and type of damage or loss, cause of trouble/damage, corrective actions, proposed process improvements and milestone planning in the 12 and 30 working day post launch reports. Provide metrics for unacceptable versus acceptable performance as a percentage for (1) imaging phase, (2) processing phase, and (3) number of acceptable final products delivered versus ordered. Include data summarizing number of acceptable still images, feet of each type of acceptable motion picture film, and minutes/seconds of each type of acceptable video documentation. Provide the DOD multimedia lifecycle file number for each best candidate for archival image submissions or motion media library storage.					